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CENTRAL INTELLIGENCE AGENCY
WASHINGTON 25, D. C.

10 March 1950

MEMORANDUM FOR: [illegible]

SUBJECT: Status Reports of Intelligence Production

ENCLOSURE: Draft of Proposed Interagency Operating Procedure with a sample form

1. CIA and State have been exchanging information on intelligence produced during each month, in production, and projected as of the last day of the month. Our intelligence projects are currently reported on a form like the enclosure.

2. This has proved so beneficial that it is now thought desirable to extend it to the other producing agencies. A draft of a proposed Interagency Operating Procedure is enclosed for your consideration.

3. At your early convenience, kindly let [illegible] have your views on this subject.

ILLEGIB

[redacted]
[illegible] and Policy Staff

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PROPOSED INTERAGENCY OPERATING PROCEDURE

SUBJECT: Status Reports of Intelligence Production

AGENCIES PARTICIPATING IN THIS AGREEMENT: Central Intelligence Agency
Department of State
Department of the Army
Department of the Navy
Department of the Air Force ✓

1. In order that CIA may utilize departmental facilities more effectively for the production of national intelligence reports and estimates, and that interested intelligence agencies may be kept informed of work in progress, the following procedures are hereby established:

a. Commencing the month after issuance of this operating procedure, each departmental intelligence organization will submit to the Central Intelligence Agency a monthly status report of the departmental intelligence produced during the month, in production, and projected as of the last day of the month. These monthly status reports will indicate the titles and serial numbers of the listed projects and the dates of actual or anticipated publication, and will be forwarded to CIA by the fifth working day of each month.

b. After submittal of its first status report, as work is begun on a new intelligence project in any departmental intelligence organization, that agency will promptly notify the Central Intelligence Agency of the new undertaking. This notification may be effected by routing to the Central Intelligence Agency a copy of the project initiation form or, if such a form is not used, information equivalent to that requested in subparagraph a above. These new projects will also be included in the monthly status report.

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c. A copy of the form presently used by the Central Intelligence Agency, "Project Initiation Memorandum" is attached hereto for your information and is recommended for the above stated purposes.

d. A consolidated list of all CIA and agency projects will be compiled in CIA and will be circulated to the participating agencies for their information.

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CENTRAL INTELLIGENCE AGENCY

Project: OFFICE OF REPORTS AND ESTIMATES

Project Initiation Memorandum

Date:

To:

From: Publications Division, Projects Planning

Subject:

Statement of Project:

Origin:

Problem:

Scope:

Graphics (if any):

Form:

Draft due in D/Pub: **Dissemination deadline (if any)**

Responsible Division:

Internal Coordination:

Departmental Responsibilities:

Classification to be no higher than:

Recommended Dissemination:

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